

# DARBY RICKARD

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 Honolulu, HI 96789

## PROFESSIONAL SUMMARY

Dedicated with excellent experience. Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Dependable and quick-learning team player with effective communication and organization skills.

## SKILLS

- Time Management
- Office Cleaning
- Office Meetings
- Social Media Knowledge
- Detailed Meeting Minutes
- Team Bonding
- Performance Improvement
- Customer Relationship Management
- Prioritizing Work
- Strong Interpersonal Skills

## EDUCATION

**Waialua High School**  
Waialua, HI • 05/2014

*High School Diploma*

## WORK HISTORY

### **City & County Of Honolulu - Office Clerk Assistant**

*Honolulu, HI • 02/2023 - Current*

- Met challenging quotas for productivity and accuracy of work.
- Assisted by pulling documentation and organizing files for review.
- Kept reception area clean and neat to give visitors positive first impression.
- Provided clerical support to company employees by copying, faxing and filing documents.
- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.

### **Dole Plantation/USS Missouri - Photographer/sales Associate**

*Wahiawa, HI • 06/2022 - 01/2023*

- Organized racks and shelves to maintain store visual appeal, engage customers and promote specific merchandise.
- Provided positive first impressions to welcome existing, new and potential customers.
- Helped customers locate products and checked store system for merchandise at other sites.
- Answered customer questions regarding sizing, accessories and proper care for merchandise.
- Increased sales by offering advice on purchases and promoting additional products.
- Trained and developed new hires in company processes, product knowledge, customer service and selling techniques.
- Worked alongside retail representatives to enhance product presentations and advertising collateral.

### **Vision Center - Optometry Assistant**

*Mililani Town, HI • 04/2021 - 05/2021*

- Greeted patients, prepared exam rooms and documented medical records to keep office running efficiently and effectively.
- Performed clerical duties, such as word processing, data entry, answering phones and filing.
- Collected and documented patient medical information such as blood pressure and weight.

- Assisted with routine checks and diagnostic testing by collecting and processing specimens.
- Prepared patients for X-rays, electrocardiograms, suture removal and dressing changes.
- Oriented and trained new staff on proper procedures and policies.

**Hawaii Coalition For Health - Medical Assistant**

*Wahiawa, HI • 08/2016 - 10/2019*

- Sanitized, restocked and organized exam rooms and medical equipment.
- Obtained client medical history, medication information, symptoms and allergies.
- Directed patients to exam rooms, fielded questions and prepared for physician examinations.
- Collected and documented patient medical information such as blood pressure and weight.
- Performed clerical duties, such as word processing, data entry, answering phones and filing.
- Documented vital signs and health history for patients in clinic and hospital environments.